



Building Inspector

Job Code: 0179

Originated:

Salary Grade: 1404

FLSA: Exempt

Revised: 08/06

EEO Code: 22

Supervisory: No

HR Ordinance Status: Classified

CLASS SUMMARY

Performs skilled work in all phases of residential and commercial building inspections to secure compliance with municipal building codes in the Building Inspection Division.

DISTINGUISHING CHARACTERISTICS

The Building Inspector is distinguished from the Building Inspector Coordinator by the Inspector performing the day to day inspections. This is not a supervisory job classification.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Inspects industrial, commercial, single family and multi-family dwellings, swimming pools, etc. to ensure compliance with municipal codes. Approves work conforming to regulations; detects code violations and re-inspects to determine compliance.
- Performs specialized inspections at regular intervals to determine compliance with the municipal codes and makes thorough final inspections prior to issuance of Certificate of Occupancy.
- Investigates complaints regarding unauthorized or unsafe building use or construction or modifications to approved building elevations, determines appropriate action and follows through for compliance.
- Provides code interpretations and other essential information to contractors and the general public about building requirements and inspection procedures.
- Communicates inspection results to support staff. Prepares reports and maintains files of inspections and issued permits and citations.
- Reviews special inspection reports submitted by engineers and architects.
- Provides quality customer service.
- Accesses and enters data or information using a personal computer in order to research building permits, inspection records and/or zoning files and enters inspection results.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Ordinances, practices, procedures and terminology of governmental operations.

Construction practices, materials, details, specifications, symbols, terminology and codes.

Inspection procedures.

All types of building construction, materials, methods and all phases where possible violations and defects may be discovered and corrected.

Work involves extensive public contact of a specialized nature requiring significant knowledge of building, plumbing, mechanical, electrical, fire and zoning codes.

City building codes and ordinances.

Ability to:

Read and interpret plans and specifications quickly and accurately and compare them to work in progress.

Detect inferior materials and identify life safety violations.

Communicate verbally with contractors and the general public in non-technical terms

Keep basic records and perform basic math calculations.

Comprehend and make inferences from written material and written and verbal instructions.

Work on a team and support team performance.

Communicate with contractors, the general public and subordinates in non-technical terms.

Prepare written reports on a PC or terminal.

Read and visually interpret complex blue prints and specifications.

Read and interpret all applicable codes, plans and specifications.

Be responsive and customer service oriented.

Establish and maintain effective working relationships with co-workers, supervisors, contractors, developers, as well as citizens to resolve a wide variety of planning and construction related issues.

Complete required OSHA/Safety Training as required.

Education and Experience

Any combination of five years experience in building construction, including attainment of journeyman level in either plumbing, electrical, mechanical, or building construction and a minimum of 1 year building inspection experience.

Licensing and Other Requirements

Must possess and maintain a valid Arizona driver's license with no major driving citations within the past 39 months.

A minimum of one ICC/ICBO certification is required in at least one of the 4 disciplines.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

- Work is performed under general supervision of a Building Inspection Supervisor in the Planning Department and within standard operating procedures.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Operate a city vehicle to respond to customer inquiries at job sites.
- Skillfully maneuver small or large objects; uses common hand tools such as screwdrivers, pliers, or wrenches to inspect construction.
- Read and visually interpret complex plans quickly and accurately and compare them to work in progress and to measure compliance.
- Operate a variety of standard office equipment, including a computer terminal, telephone, copy and fax machine requiring continuous and repetitive arm, hand and eye movement. Operate measuring devices, camera, ladder, or other equipment as necessary to complete essential functions.
- Travel to/from and perform site inspections and hold meetings in various locations.
- Exposure to environmental conditions including dirt, temperature extremes, unsafe structures, heights, etc.
- Access areas at elevated levels in order to inspect for proper installation and at heights greater than ten feet to make inspections on walls, roofs, attics and crawl spaces.
- Reach, grip and move debris to gain access to or expose construction for inspection.
- Moderate physical effort in light work, typically involving some combination of bending, stooping, lifting arms above head, kneeling, crouching, crawling, lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
- Walk across trenches and dirt piles.
- Climbs ladders, stairs and scaffolding to perform inspections.
- Detect hazardous situations on construction sites.
- Distinguish the full range of the color spectrum in order to verify compliance with applicable electrical and other building material color codes.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.